



Duty Statement

☒ CURRENT ☐ PROPOSED ☐ STANDARD

Division	Classification	Position Number
Cultural Resources Division	AGPA	549-840-5393-XXX
District/HQ Section	Working Title	CBID
Tribal Affairs Program	Tribal Affairs Program Analyst	R01
Sector/HQ Unit	Reporting Location	Incumbent
Cultural Resources Division	Sacramento	
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		Staff Services Manager I
Position Description		
<p>Under direction of the Tribal Affairs Program Manager (Staff Services Manager I) in the Cultural Resources Division, this full journey level position performs varied and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; planning and management; and continually provides consultative services to management or others. Position is part of an interdisciplinary team responsible for addressing a broad range of governmental and managerial problems. Duties include serving as a field representative in complex government-to-government negotiations and consultations with California Native American Tribal governments, acting as lead for the Tribal Memorandum of Understanding (MOU) program, and providing administrative support for the NAGPRA/CalNAGPRA program. Incumbents conduct and review analytical studies and surveys; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; act as team leader or coordinate the efforts of representatives of various governmental agencies on larger projects; represent the department as assigned; and perform other related duties. The position requires intermittent travel throughout the State and occasional irregular work hours. The reporting location is Sacramento, CA.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p>		
Essential Functions		
Percentage	Task	
35%	Tribal Affairs Program Support – Performs administrative assignments to meet program objectives, deadlines and deliverables. Facilitates statewide communications with California Indian tribes. Assists with developing and tracking agreements with tribes, including ensuring timely coordination with legal staff review and statewide coordination with District Superintendents. Serves as field representative in complex consultations with tribes. Assists the Staff Services Manager I with written reports. Conducts policy analysis and evaluations; formulates and evaluates policies, programs, and procedures; and organizes and manages policy, programs and project meetings on tribal-related matters statewide.	
25%	Tribal Memorandum of Understanding (MOU) Program Lead—Acts as the lead for the Tribal MOU program. Provides programmatic planning, reporting, and tracking (e.g. MS Excel) for MOUs between California Native American Tribes and field districts, administered under the Cultural Resources Division. Responsibilities include grant administrative support and guidance for statewide and support of field operations. Develops, maintains and updates reports monthly to keep management informed about the MOU program, tribal consultation efforts, and project status of the MOU's in districts. Analyzes information and makes recommendations on improvements to MOU program and project delivery.	
20%	NAGPRA/CalNAGPRA Program Support – Provides support to the NAGPRA/CalNAGPRA Program Lead in tracking and preparing submittals to meet requirements of the National Park Service's National NAGPRA and California's Native American Heritage Commission CalNAGPRA Program. Assists the NAGPRA Program Lead with written staff reports. Supports work of the NAGPRA Program, and maintains system for tracking correspondences, submittals and activities related to the work of the subprogram as well as operation of the NAGPRA Park Operations Policy Group (POPG) .	
10%	Media Communications, Outreach and Training – Supports timely development and uploading of media communications for the Tribal Affairs Program in particular, and other division programs as required. Outreach includes use of social media, department intranet and internet, newsletter, articles and other correspondence to promote communications internally and with other agencies, departments and partners.	
5%	Administrative – Attends meetings and trainings; maintains necessary records, ensuring records are handled per policy; and prepares administrative paperwork required to meet operational needs. Participates in trainings as required to maintain professional standards	
Marginal Functions		
Percentage	Task	
5%	Performs other job related duties as necessary for operational continuity.	
Typical Working Conditions		
N/A		
Special Requirements		
NONE		
<i>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i>		
Supervisor Statement		
<i>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.</i>		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
Employee Statement		
<i>I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.</i>		
Employee Name (PRINT or TYPE)	Employee Signature	Date